

# **VRIS UPDATE**

## **Transition Parent Notification Letters August 18, 2008 Number 180**

### **SUMMARY OF UPDATES**

Four transition parent notification letters have been posted to VRIS. Two of the letters are in reference to application and eligibility for the Employment Program, and two are in reference to development of the IPE. They are to be used for consumers under the age of 19. In addition, these letters are only to be used when the signed Transition Consent form on file is the version of the form that also gives parental permission for application to the Employment Program and development of the IPE.

Of the two eligibility letters, staff will be required to use one of the letters, not both. It is preferred that the parent be invited to the appointment to proceed with application and eligibility; however, that may not always be possible or appropriate. When not possible or appropriate, the letter confirming that the application and eligibility has occurred is to be utilized. Apply the same utilization process in regard to the IPE letters. Only one of the two IPE letters is to be used.

### **VRIS POSTING**

The four letters have been posted to VRIS: Printed and Marketing Materials: Case Service Forms and Worksheets.

- Letter - Parent Proposed Eligibility Notice
- Letter - Parent Eligibility Confirmation
- Letter - Parent Proposed IPE
- Letter - Parent IPE Confirmation.

### **MONITORING REQUIREMENT**

Appropriate utilization of the letters will be monitored through case reviews.

### **TEAM COMMUNICATION**

Appropriate utilization of the letters should be reviewed during team meetings.

### **LEADERSHIP CONTACT**

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